Circular Letter # 18

Agust 31, 1929

Daily Program of Work of Special Teachers of English.

GOVERNMENT OF PORTO RICO
DEPARTMENT OF EDUCATION
OFFICE OF THE COMMISSIONER
SAN JUAN

ADDRESS ALL OFFICIAL COMMUNICATIONS TO THE COMMISSIONER OF EDUCATION SAN JUAN, P. R.

August 31, 1929

Circular Letter No. 18.

Subject: DAILY PROGRAM OF WORK OF SPECIAL TEACHERS OF ENGLISH.

Supervisors of Schools:

1. This Department wishes to keep on file copy of the exact program of work of each and every Special Teacher of English in the field.

2. In accordance with the above you are hereby requested to send in a typewritten copy in duplicate of the daily program of work of each such teacher in your respective districts.

3. Programs should show:

a. The school or schools in which the teacher is working.
b. The grades she is teaching.
c. The subjects she is teaching in each grade.
d. The duration of time of each working period.

4. These programs should be received at this office not later than September 30.

5. Each teacher's program must come on a separate sheet of paper.

Yours very truly,

(Signed) JUAN B. HUYKE,
Commissioner of Education.

jpb/mb